

## NSPS Pay Setting Worksheet

<b>Candidate Information</b>	<b>NSPS Job Information (To Be Filled)</b>
<b>Name:</b>	<b>Location:</b> <b>NSPS Position Title:</b>
<b>Current Job Title:</b>	<b>NSPS Pay Schedule/Occupation Code /Pay Band:</b> <b>Former GS-Grade &amp; Series or Equivalent:</b>
<b>Current NSPS Pay Schedule &amp; Pay Band OR GS-Series-Grade (if applicable):</b>	<b>NSPS Salary Range:\$</b> <b>Target Level Salary Range:</b>

- ☐ **New Hire**      Pay will be set in accordance with DON compensation models. In the absence of applicable models, new-hire pay may be set no higher than Step 1 of the former GS-grade equivalent plus 30.0% (up to the pay band maximum rate of pay)  
Salary Range: \_\_\_\_\_
- ☐ **Promotion**      Between 6.0% and 20.0% in accordance with DON guidance
- ☐ **Reassignment/Reduction in Pay Band**
- ☐ **- Voluntary**      Either 1) Any decrease amount but no less than the NSPS Pay Band minimum OR 2) Any increase between 0% and 5.0% but not to exceed the NSPS Pay Band maximum (employee cannot receive more than 5% increase in a 12 month period unless an exception is granted)
- ☐ **- Management-Directed**      Between 0% and 5.0% for each action, not to exceed the NSPS Pay Band maximum (reassignment only)
- ☐ **- Involuntary**      Decrease between 10.0% and 0%, but no less than the NSPS Pay Band minimum (employee cannot receive more than 10% reduction in pay in a 12 month period unless a larger reduction is needed to place employee at the maximum rate of the lower band)

Date of last reassignment: (if applicable) \_\_\_\_\_ % of Decrease: \_\_\_\_\_

### SALARY INFORMATION: Candidate's Current Salary, Internal Salary Analyses, Proposed Salary

Use the Pay-Setting Guidance above (See Manager's Guide for more detailed information). Complete the entire Worksheet before determining the appropriate "Proposed Salary" to ensure a thorough comparison with all relevant pay-setting factors.

Candidate's Current Salary	Internal Salary Data of Incumbent(s) in Same or Similar Position(s) <sup>1</sup>	PROPOSED SALARY (including Local Market Supplement)
<b>Total Annual Salary:</b> Base Salary: \$ Locality Pay: \$ Exclude Bonuses, Awards, Lump-Sums Amounts)  <b>Years of Relevant Experience:</b>	<b>BASE PAY DATA</b>  <b>Avg. Salary: \$</b> <sup>1</sup>  <b>Number of Incumbents:</b>  <b>Highest Salary: \$</b>  <b>Avg. Years in Position:</b>	<b>New NSPS (Total) Salary: \$</b>  New Base Salary: \$ New Local Market Supplement: \$  % Difference: (from current salary)  Is Salary Offer Within:  <b>- Unit/Org/Dept Salary Budget?</b> <b>- Pay-Setting Guidance?</b> <sup>2</sup>
<b>For External, Non-Federal, New-Hire Candidates Only</b>  <b>Prior to Committing to a Proposed Salary, Factor in the "Total R Perspective" and/or the use of any Recruitment Bonus or Relocation Bonus.</b>		<b>Was the "Total R Perspective" Considered and Emphasized, Especially the Value of FEHB, Leave Programs, etc?</b>  <b>If This Salary Offer Includes any Recruitment or Relocation Bonus, Indicate the Amount(s):</b> <b>- Recruitment Bonus: \$</b> _____ <b>- Relocation Bonus: \$</b> _____ <b>- Total Bonus: \$</b> _____

(1) Unit or Organization Average Salary - Obtain from your HROM advisor, if needed.

(2) If the "Proposed Salary" is not within the Pay-Setting Guidelines, complete the "Pay Factors Justification" section on page 2.

## ASSESS the CANDIDATE'S JOB-RELATED EXPERIENCE, TRAINING, AND SKILL/COMPETENCY

Indicate the Candidate's:

Education Level and/or Degrees: \_\_\_\_\_ Years of Relevant Experience: \_\_\_\_\_

List Relevant Training (Licenses, Certifications, etc): \_\_\_\_\_

Place an "X" in the Appropriate Level of Job-Related Experience, Training, and Skill Levels/Competencies of the Candidate. Consider the full-range of the Candidate's breadth, depth, and scope of relevant job duties, responsibilities, and complexity.

Candidate's Employment History Indicates	Experience	Training	Competencies (Knowledge, Skills, Abilities)	Breadth, Depth, and Scope of Relevant Job Experience
Meets Minimum Position Levels				
Exceeds Minimum Position Levels				
Prior Direct Experience, Can "Hit the ground running"				
Possesses Unique Skills Critical to Unit/Agency/Department (Identify)				

### IF PROPOSED SALARY IS NOT WITHIN GUIDELINES

Check only those pay factors that were considered in reaching this pay decision and provide appropriate justification.

Pay Factors	Notation on salary determination
<input type="checkbox"/> Critical Agency Business Need	
<input type="checkbox"/> Current Salary / Salary History	
<input type="checkbox"/> Relevant Work Experience	
<input type="checkbox"/> Education Levels	
<input type="checkbox"/> Training	
<input type="checkbox"/> Competencies	
<input type="checkbox"/> Use of Any/All of the "3 R's"	
<input type="checkbox"/> Other (Describe)	

#### Recommending Official:

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Manpower Approval

☐ Concur

☐ Disapproved (please Specify reason): \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Budget Approval:

☐ Concur

☐ Disapproved (please specify reason): \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Supervisory Approving Official:

☐ Concur with recommended salary package

☐ Alternate salary package approved (please specify below)

☐ Alternate salary package requested for higher level review/approval (Please specify below)

#### ALTERNATE SALARY PACKAGE:

New NSPS Salary + Incentive (if applicable) = Total Salary package

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### Higher level approval (if required):

☐ Concur

☐ Disapproved (please specify reason): \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_